CM/ECF CIVIL EVENT LIST

Open a Case
Civil Case

Initial Pleadings and Service
Complaints and Other Initiating Documents

Amended Complaint
Amended Petition for Writ of Habeas Corpus (2241)
Amended Petition for Writ of Habeas Corpus (2254)
Complaint
Complaint - Social Security
Complaint - Third Party
Complaint - Intervener
Counterclaim
Cross-claim
Notice of Removal
Petition
Petition for INS Denial of Citizenship
Petition for Writ of Habeas Corpus (2241)
Petition for Writ of Habeas Corpus (2254)

Service of Process

Acceptance/Acknowledgment of Service (INS)
Acceptance/Acknowledgment of Service (2241)
Acceptance/Acknowledgment of Service (2254)
Return of Service (Federal Defendant) Executed
Return of Service Executed
Return of Service Unexecuted
Return of Service Publication
Notice of Lawsuit & Request for Waiver
Waiver of Service

Answers to Complaints
(Note: these events will not appear on a drop down list. They are instead tied to the type of complaint filed.)

Answer to Amended Complaint
Answer to Complaint
Answer to Complaint (Notice of Removal)
Answer to Counterclaim
Answer to Cross-claim
Answer to Intervener Complaint
Answer to Third-Party Complaint
Response to Amended Petition for INS Cases
Response to Petition for INS Cases
Response to Petition for Writ of Habeas Corpus (2241)
Response to Petition for Writ of Habeas Corpus (2254)

Response to Amended Petition for Writ of Habeas Corpus (2241)
Response to Amended Petition for Writ of Habeas Corpus (2254)
Social Security Answer & Administrative Record

Other Answers

Answer
Brief
Brief in Support of Petition
Claim
Memorandum
Objection
Objections to Magistrate Judge's Order
Reply
Response
Response to Objections to Magistrate Judge's Order
Response to Order to Show Cause
Social Security Defendants Brief
Social Security Plaintiffs Brief
Social Security Plaintiffs Reply Brief

Motions and Related Filings
Motions
See List of Motion Types

Responses and Replies

Memorandum in Opposition
Objections to Bill of Costs
Objections to Findings & Recommendation
Reply to Motion
Response to Discovery Motion
Response to Motion
Response to Obj. to Findings & Recommendation

Other Supporting Documents

Affidavit
Certificate of Compliance
Concise Statement of Material Fact
Declaration
Memorandum in Support
Supplement

List of Motion Types

Alter/Amend/Correct
Appear as Amicus Curiae
Application for Leave to Proceed IFP
Appointment of Counsel
Appointment of Custodian
Appointment of Guardian ad Litem
Attorney Fees
Bifurcate
Bill of Costs
Certify Class
Change/Transfer Venue
Clarify
Compel
Consolidate
Continue
Default
Default Judgment
Deposit Funds
Dismiss
Dismiss / Lack of Jurisdiction
Dismiss / Lack of Prosecution
EAJA Fees
Expedite/Accelerate
Extension of Discovery & PTO Deadlines
Extension of Time
Extend Time to Answer a Complaint/Petition
Extend Time to File Response/Reply to Motion
File Excess Pages
Hearing
In Limine
Inspection/Discovery
Intervene
Issuance
Issuance of Certificate of Appealability
Join
Judgment

Judgment Debtor Exam
Leave
Mistrial
More Definite Statement
Miscellaneous
New Trial
Order
Order to Show Cause
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Protective Order
Quash
Reconsideration
Recuse
Reference
Release
Remand
Reopen
Rule 54(b) Judgment
Sanctions
Seal Case
Seal Document
Set Aside Default Judgment
Stay
Strike
Substitute Document
Substitute Party
Summary Judgment
Supplement
Temporary Restraining Order
Unseal Case
Unseal Document
Vacate
Withdraw Document
Withdraw/Substitute Attorney
Writ of Entry

Other Filings

ADR Documents

Joint Alternate Dispute Report
Mediators Notice

Discovery Documents

FRCP 26(a)(1) Agreement Form

Notices

Attorney Appearance
Attorney Substitution
Certificate of Service
Jury Demand
Notice
Notice of Address Change
Notice of Condemnation
Notice of Dismissal of Case
Notice of Dismissal of Party

Trial Documents

Clerk's List of Exhibits & Witnesses
Designation of Deposition Testimony
Exhibit List
Exhibits
Expert Statement
Jury Instructions
Jury Notes
Jury Verdict Form
Pretrial Documents
Trial Memorandum
Verdict
Voir Dire
Witness List
Witness Statement

Appeal Documents

Appeal Fee Paid
Certificate of Appealability
Certificate of Appealability - Denied
Certificate of Record
Clerk's Record Returned
Clerk's Record Transmitted
Mandate
Notice of Appeal
Notice of Appeal Transmitted
Notice of Interlocutory Appeal
Order
Order of Dismissal (Appeal)
Representation Statement
Supersedeas Bond
Transcript Ordering Form
USCA Docket Number

Other Documents

Administrative Record
Bond
Corporate Disclosure Statement
Findings of Fact
Joint Status Report
Offer of Judgment
Pretrial Order
Report
Request
Satisfaction of Judgment
Settlement Agreement
Stipulation
Transcript of State Court Proceedings
Waiver

Court Events

Orders on Motions

There are several Order on Motion events which have other effects worth noting:

Event	Effect
Order on Motion for Extension of Discovery & PTO	Terminates All Deadlines. Schedules Discovery, Pretrial Order, Joint Status Report, Rule 16 Conference, Dispositive Motion/Response/Reply, Pretrial Documents, Pretrial Conference, Court/Jury Trial, Hearings and Conferences, Witness Statements, Oral Argument, and Under Advisement and Amended Complaint Deadlines (See **Exhibit 3**).
Order on Motion for Extension of Time	Terminates All Deadlines. Schedules Discovery, Pretrial Order, Joint Status Report, Joint ADR, Amended Complaint, Amended Petition, F & R Objections/Response, Dispositive Motion/Response/Reply, Social Security Answer/Briefs/Reply/Under Advisement, Habeas Answer / Petitioner's Brief, Habeas Under Advisement, Amended IFP Application, Objection to Bill of Costs, Objection, Order to Show Cause in Writing, Response to Objection to Magistrate's Ruling, and Status Report, Pretrial Order, Discovery and ADR Deadlines (See **Exhibit 3**).
Order on Motion for Extension of Time to Answer a Complaint/Petition	Terminates All Deadlines. Schedules answer deadlines for both Social Security and Habeas Cases. NOTE: We do not monitor any other answer deadlines. (See **Exhibit 3**).
Order on Motion for Extension of Time to File Response/Reply to a Motion	This is to be used only for Responses or Replies to Motions. Terminates all deadlines. Schedules response, reply, oral argument, status conference, and under advisement Deadlines (See **Exhibit 3**).
Order on Motion for Reconsideration	A message is displayed instructing the user to null the termination date in the subject document if it is reinstated.
Order on Motion for Reference	This motion relief is primarily used for ADR but can also be used as a general relief. The Order permits the termination of deadlines and reassignment of motions. Prompts for Flags. Volunteer Mediator Lists are available by specialty and generally by name and address.
Order on Motion to Change/Transfer Venue	If granted, the event prompts the user to add and terminate judges and reassign motions.
Order on Motion to Recuse	If granted, the event will prompt the user to terminate and add a judge and reassign motions.

Other Orders/Judgments

Event	Effects
Bankruptcy Adversary Proceeding	Reminds court staff to generate a Clerks Bankruptcy Letter. Attach PDF file containing a scanned copy of the Bankruptcy Court docket sheet. (See **Exhibit 5**)
Bankruptcy Appeal	Schedules Under Advisement date as of date of filing. Reminds court staff to generate a Clerks Bankruptcy Letter. (See **Exhibit 5**)
CM/ECF Procedural Order	
Clerks Bankruptcy Letter	See **Exhibit 5**
Clerks Letter of Service	
Complaint for Limitation/Exoneration of Liability	This event accommodates those rare situations where an action is filed with no "against" parties.
Consent Judgment	Fills in SARD record data.
Consent to a Magistrate - by Party	Used to record Individual Party Consent. Private Entry (See **Exhibit 11**)
Consent to a Magistrate - Full	Used to record Full Consent. Sets CONSENT flag (See **Exhibit 11**)
Copyright Report	The system will display a message reminding court users to submit this Report on the Filing or Termination of an Action or Appeal Regarding a Copyright to the Register of Copyrights when entering Complaints with the Nature of Suit code 820.
Decree of Condemnation	Fills in SARD record data.
Decree of Foreclosure	Fills in SARD record data.
Discovery and Pretrial Scheduling Order	Schedules Discovery, Pretrial Order and ADR Deadlines
Findings & Recommendations	Terminates Deadlines. Schedules Objections and Response to Objections deadlines. Sets F&R flag.
Findings of Fact	
Habeas Scheduling Order	To be used for both 2254 and 2241 petitions - No Scheduling is done in this event. Reminds user to send Clerk's Letter of Service.
Immigration Scheduling Order	
Injunction	Terminates Documents. Terminates Deadlines. Sets SARD fields.
Instructions to the Jury	
Judgment	Prompts the user to close the case.
Motion to Vacate Sentence (2255)	This event will prompt the user to insert the criminal case number and can generate a document number without the posting of a PDF file.
Notice of Lawsuit-Request for Waiver	

Event	Effects
Opinion	
Order	
Order Directing Clerk to Seek Volunteer Counsel	
Order Granting Motion for Withdrawal of Reference	Prompts for entry of the highest document number used on the Bankruptcy Court docket. The system will give the Order the next sequential document number. (See **Exhibit 5**)
Order Referring Case to Mediation	This event is used when the case is directed to mediation upon written order (not minute order) of the judge absent a motion being filed. It is distinguishable from the Order of Reference event (a more generic event) on the same menu.
Order Staying Case	Sets a STAY flag and allows for the termination of deadlines.
Order of Dismissal	Allows termination of deadlines and documents
Order of Reference	Permits User to Reassign Motions
Order on 2255 Motion	Terminates the case. The event will capture some statistical information and prompt docket staff to complete the case closing utility routines.
Order on Application for Special Admission Pro Hac Vice	Prompts the user to add a new attorney and asks for a receipt number.
Order to Issue Process	
Order to Show Cause	Schedules Order to Show Cause in Writing or Hearing deadlines and allows the termination of motions and deadlines.
Patent/Trademark Report	The system will display a message reminding court users to submit this Report on the Filing or Termination of an Action or Appeal Regarding a Patent or Trademark to the Commissioner of Patents and Trademarks when entering Complaints with the Nature of Suit code 830 or 840.
Pretrial Order	Prompts to Satisfy Pretrial Order deadlines.
Prisoner Civil Rights Scheduling Order	Schedules a deadline for filing dispositive motions 60 days from order filing date.
Protective Order	Terminates Deadlines. Terminates Motion Documents. Sets PROTECTIVE ORDER flag
Sealed Document	Private Entry
Social Security Procedural Order	Schedules SS Answer deadline.
Stipulated Order	Terminates Deadlines. Terminates Complaint & Motion documents
Summons Issued	Prompts for Defendant name
Temporary Restraining Order	Terminates Deadlines. Terminates Motion Documents

APPENDIX A - CM/ECF CIVIL EVENT LIST

Event	Effects
Transcript	Prompts for hearing date, reporter and tape number.
Trial Management Order	Terminates Deadlines. Terminates Motion Documents. Schedules Discovery, Completion of Expert Discovery, Joint Status Report, Pretrial Order, Joint ADR, Dispositive Motions/Response/Reply, Pretrial Documents, Objections, Expert Witness Statements, Status Conference, Pretrial Conference, Jury Trial, and Court Trial deadlines. Permits user to set/clear flags.(Note: this event mimics the Minute Order - Rule 16 event).
Warrant	
Writ	

Minute Orders

All minute entries prompt for the ordering judge, counsel of record, tape number, court reporter and flags. See **Exhibit 9** for Paperless Minute Order Procedures.

Event	Effects
Administrative Correction of the Record	
Civil Forfeiture	Schedules Forfeiture Claim, Discovery, Dispositive Motion and Pretrial Order deadlines.
Findings & Recommendations Referred	Terminates objection deadlines; Reassigns subject motions to Article III Judge and links back to the Findings.
Findings & Recommendations Remanded	Prompts for name of judge F & R remanded to. Reassigns Motions
Habeas	Terminates deadlines, Schedules Amended Application, Filing Fee, Amended Petition, Habeas Answer, Petitioners Brief, Under Advisement, Motion Response/Reply, Hearing, Status Report, and Evidentiary Hearing.
Mediation	This event has the same scheduling and linking characteristics as the Settlement Conference Minute Entry Event. Docket text should reflect when the case is referred to the Volunteer Mediator Panel.
Pretrial Conference	Satisfies the Pretrial Conference deadline. Schedules Jury trial, Court Trial, Oral Argument, Hearing, Under Advisement and , Completion of Expert Discovery. Enters the Pretrial Conference date in the SARD record.
Proceedings	Terminates Deadlines. Terminates Motion Documents.

Event	Effects
Rule 16 Conference	Terminates Deadlines. Terminates Motion Documents. Schedules Discovery, Completion of Expert Discovery, Joint Status Report, Pretrial Order, Joint ADR Report, Dispositive Motions /Response /Reply, Objections, Responses, Replies, Witness Statements, Status Conference, Pretrial Documents, Pretrial Conference, Jury Trial, and Court Trial.
Scheduling	Terminates Deadlines. Terminates Motion Documents. Schedules Discovery, , Completion of Expert Discovery, Joint Status Report, Pretrial Order, Pretrial Documents, Joint ADR Report, Objections to F & R, Response to F&R Objections, Amended Complaint, Amended Petition, Motion Response/Reply, Status Report, Brief and Reply Brief, Evidentiary Hearing, Settlement Conference, Under Advisement, Order to Show Cause, Final Paper Call, Hearing, Oral Argument, Status Conference, Rule 16 Conference, and Dispositive Motion Response/Reply, Witness Statements deadlines.
Settlement Conference	Allows user to terminate motion documents and pending deadlines. Schedules Discovery, , Completion of Expert Discovery, Joint Status Report, Pretrial Order, Response, Reply, Dispositive Motions, Objections, Pretrial Documents, Witness Statements, Settlement Conference and Pretrial Conference and Trial Dates. If used to schedule a settlement conference - user should delete "proceeding". If used to record the occurrence of a settlement conference the user should delete the word "order".
Social Security	Terminates Deadlines. Schedules Amended Complaint, SS Answer, SS Plaintiff's Brief, SS Defendant's Brief, SS Reply Brief, Under Advisement deadlines.
Trial Begins	Satisfies Trial deadlines, allows user to terminate motions and deadlines and captures SARD record data.
Trial Ends	Satisfies Trial deadlines, allows user to terminate motions and deadlines and captures SARD record data.

Utility Events

These events are mostly private entries which are not displayed on the public docket (see below for exceptions). Some of these events have been tailored to automatically update appropriate SARD fields in case closing records. Note that non-public events must not be combined with public events during posting as the entire event will be suppressed from the public record.

Event	Effects
Add Attorney	Permits addition of an attorney to case.
Case Assignment Notice	**PUBLIC ENTRY** Allows the user to add a judge and set a law clerk flag. (See **Exhibit 7**)
Case Management Deadline	Allows user to terminate and/or set a Case Management deadline.
Case Reassignment Notice	**PUBLIC ENTRY** Terminates Deadlines. Allows the user to terminate a judge, add a judge, set a law clerk flag, Reminds the user to modify law clerk flags and verify non-motion related deadlines. If intra-district transfer, the case must be copied via the editor. (See **Exhibit 7**)
Case Transfer	**PUBLIC ENTRY** Allows user to set "last document number used". (See **Exhibit 4**)
Create Case Association	Permits the user to establish related and consolidated cases. Users may spread text and effects to member cases.
Deadline Edit	Permits scheduling all "deadline class" schedules. Amended Application, Amended Complaint, Amended Petition, Answer, Case Management, Dispositive Motion, Dispositive Motion Response/Reply, Brief, Reply Brief, Objections to Bill of Costs, HC Answer, HC Petitioners Brief, Discovery, Joint Status Report, Pretrial Order, Motion Response/Reply, SS Answer, SS Plaintiff's Brief, SS Defendant's Brief, SS Plaintiff's Reply Brief, SS Under Advisement, Federal Defendant Answer, Filing Fee, Objections to F & R, Objection, Witness Statements, Pretrial Documents, Response to Objections to F & R, Response to Objections to Magistrate's Decision, Schedule, Status Report, Service Executed, Under Advisement, and Waiver of Service Executed, Completion of Expert Discovery and Certificate of Record deadlines.
Flag Edit	Allows user to update (add or delete) case flags.
FRC	**PUBLIC ENTRY** Prompts the user for the Accession Number, Box Number and Location of the record at the Federal Records Center.
Hearing Edit	Terminates Deadlines. Sets all "hearing class" schedules: Evidentiary Hearing, Final Paper Call, Hearing, Judgment Debtor Examination, Jury Trial, Oral Argument, Order to Show Cause, Pretrial Conference, Rule 16 Conference, Status Conference, Settlement Conference and Court Trial. Allows the termination of any deadlines.

Event	Effects
ICMS	**PUBLIC ENTRY** Further instructions for expediting the transition of ICMS cases to CM/ECF are at **Exhibit 10**.
Jury Demand	Permits the court user to update the Jury Demand for the case.
Reassign Civil Motions	Allows for the reassignment of motions.
Receipt Issued	Terminates Fee Due deadline and prompts the user for a receipt number.
Remark	**PUBLIC ENTRY**
Reopen Civil Case	Permits user to reopen terminated case. Creates and sets supplemental SARD data. Removes TERMINATED flag.
Returned Mail	**PUBLIC ENTRY** Prompts for the name of the addressed party and allows a link to the subject document.
Terminate Attorney	Allows the user to terminate an attorney.
Terminate Civil Case	Terminates all pending deadlines, documents, associations and sets SARD data. Sets TERMINATED flag.
Terminate Document	Allows the user to terminate any pending motions, complaints or deadlines.
Terminate Party	Allows the user to terminate parties.
Undeliverable Electronic Mail	Prompts for addressee, date of failure, and requires explanation of follow-up for the undeliverable document by court staff.
Under Advisement Deadline	Sets an under advisement deadline